

SFAE-CM

November 18, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Refined Packard Methodology for Identifying the Acquisition
and Technology Workforce Civilian Acquisition Position List

In a memorandum dated July 11, 2001, Army implementing instructions were issued for development of your civilian acquisition position list (APL) using the refined Packard methodology. In a memorandum dated May 6, 2002, we asked you to review and make corrections to our initial assessment of your APL using the refined Packard methodology. All resubmissions have now been reviewed and your approved civilian APL has been sent electronically to your acquisition points of contact.

As stated in the implementing instructions, authority to eliminate Critical Acquisition Positions (CAP) identified by the refined Packard methodology resides with the Director, Acquisition Career Management (DACM). Your approved civilian APL includes the decisions reached on your requests for deletion of CAPs that were accompanied by the required "delete request" form. Your APL also includes CAPs that have **not** been approved for deletion. These will not be removed from the APL without proper justification that is forwarded to this office with an **endorsement from your commander**. At a minimum, a "delete request" form is required. This information will allow us to provide the DACM with an informed recommendation.

You are reminded that all newly identified workforce members have up to 36 months from the date of assimilation to meet their acquisition position certification requirements. It is the responsibility of management to ensure that the 36-month timeframe is met by their workforce members. Requirements for each acquisition career field may be found in the Defense Acquisition University (DAU) Catalog, <http://www.dau.mil>. Position certification requirements will not be waived. **The official date of assimilation of newly identified personnel into**

the A&TWF is the date of this memorandum. The official date of later assimilations will be the date the individual's acquisition record is entered in the Civilian Acquisition Personnel and Position Management Information System (CAPPMS) database.

Incumbents of CAPs who do not meet Acquisition Corps (AC) statutory requirements (bachelor's degree; 12/24 business hours; 4 years experience) must obtain a waiver, as required by Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act of 1990. The waiver is position specific; that is, it allows the individual waived to remain in the **position occupied at the time of assimilation** without meeting the statutory requirements required for occupants of a CAP. It does not waive the need to meet statutory requirements for occupying other positions of equal or higher responsibility or grade and it does not waive position certification/training requirements. Individuals receiving these waivers will not be assessed into the Army AC until all statutory **and** position certification/training requirements (level II for AC membership) are met. Given these constraints, it is highly recommended that individuals waived make every effort to meet the statutory and training requirements and become AC members.

To expedite the waiver process, please have your command/organization acquisition points of contact consolidate waiver requests and provide the consolidated waiver package to your servicing Acquisition Regional Customer Support Office (CSO). This waiver process applies **only** to the refined Packard assimilation, to include waivers for occupants of CAPs in the new acquisition career fields/paths. (It does not apply to waivers addressed in DoD 5000.52-M that are covered by the Army Waiver Guidance and Procedures for Acquisition and Technology Critical Acquisition Positions, dated July 2, 2002.)

Newly assimilated workforce members are encouraged to become Corps Eligible (CE) at the earliest opportunity. Additionally, qualified employees at the grade of GS-13s/equivalent broadband are eligible for Army AC membership. CEs and AC members with level III certification are offered a number of career enhancing opportunities not available to other workforce members. Requirements and application details are on the Acquisition Support Center (ASC) homepage, <http://asc.rdaisa.army.mil>.

In the July 2001 guidance, you were advised that three new position categories/career fields were under development. The following paragraphs provide the status and guidance unique to each: (Note: This guidance applies only to Facilities Engineering, Science and Technology Manager, and the System Sustainment Management. Employees assimilated into all other acquisition career fields will follow the guidance established above.)

a. **Facilities Engineering:** The establishment of the Facilities Engineering (FE) career field was formally approved by the Under Secretary of Defense for Acquisition, Technology and Logistics in a memorandum dated July 16, 2001. A position category description and certification standards for Level I have been approved by the Career Management Overarching Integrated Process Team (CMOIPT) for inclusion in DoD 5000.52-M. Level II and III certification standards will become effective once the training for these standards is developed. FE assimilation instructions will be issued in the near future. Personnel will have 36 months from the date of assimilation to become certified at Level I. Workforce personnel sitting in Level II and III FE positions will have 18 months to meet certification requirements from the time Level II and III training is deployed (planned for FY04). The date of assimilation is considered to be the date of entry into the CAPPMIS database.

b. **Science and Technology Manager:** The Science and Technology (S&T) Manager was approved as a separate career track under the Systems, Planning, Research, Development and Engineering (SPRDE) career field by the Assistant Secretary of the Army for Acquisition, Logistics, and Technology in September 2001. The position category description and certification standards were approved for inclusion in DoD 5000.52-M in April 2002. There are no Level I certification requirements. Level II is ACQ 101. Level III training is currently under development (three courses total, with one currently deployed). Personnel have 36 months from the date of assimilation to become certified in accordance with position requirements. The date of assimilation is considered to be the date of this memorandum or, for subsequent assimilations, the date of entry into the CAPPMIS database.

c. **Sustainment Logistics:** In lieu of a separate Sustainment Logistics Career Field, Sustainment Logistics (now called System Sustainment Management) will be merged with Acquisition Logistics to form a single Logistics Career Field called Life Cycle Logistics. Thus, there will be one Logistics Career Field in the acquisition workforce with one certification. The Life Cycle Logistics Career Field will contain two career paths: Acquisition Logistics and System

Sustainment Management. The careerist will have the option of being certified in either career path. The Acquisition Logistics career path will remain as it is currently defined. The System Sustainment Management career path is being further developed and defined by the Logistics Functional Integrated Process Team (FIPT). The FIPT will be developing certification requirements, DAU training courses, and other requirements associated with the System Sustainment Management career path. The Life Cycle Logistics Position Category Description (PCD) is being finalized for incorporation into the draft DOD 5000.52-M for staffing within the services.

We have been informed by the office of the Assistant G-1 for Civilian Personnel Policy that they expect to have the capability to top-load the acquisition data for assimilated personnel into the Defense Civilian Personnel Data System (DCPDS) within the next six months. In order to prevent an undue hardship on the personnel community who would be required to manually enter the acquisition data for each record, the DCPDS will not be updated until the top-loading capability is available. Therefore, there will be a period of time when data elements on the Acquisition Career Record Brief (ACRB) populated by DCPDS are incorrect or blank.

Out of cycle assimilations processed over the next year using the refined Packard definition will continue to fall under the waiver and certification rules specified in the OSD implementing guidance and this memorandum. This includes those for the new FE career field, the S&T track under SPRDE, and the Systems Sustainment Management path under Life Cycle Logistics.

Detailed instructions and suspense dates for various actions addressed in this memorandum are contained in the enclosed Post Assimilation Requirements and Instructions document. These include development of Acquisition Career Record Briefs (ACRB), Individual Development Plans (IDP), and submission of waivers for occupants of CAPs who do not meet Acquisition Corps (AC) requirements.

Thank you for your continued support in this long and difficult assimilation process. Your assistance and hard work are recognized and greatly appreciated. If we can be of any assistance to you as we continue with this process, please do

not hesitate to let us know. My point of contact for any aspect of this memorandum is Patricia Hopson, (703) 704-0108 (DSN is 654). My point of contact for the civilian APL data is MAJ Peterson, (703) 805-1064 (DSN is 655).

//original signed//

MARY FULLER
Colonel, SC
Deputy Director,
Acquisition Career Management

Enclosure

DISTRIBUTION:

DEPUTY UNDER SECRETARY OF THE ARMY (OPERATIONS RESEARCH)
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND
COMPTROLLER)

ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND
ENVIRONMENT)

ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS, AND
TECHNOLOGY)

DEPUTY CHIEF OF STAFF FOR G-4

DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS AND COMPUTERS

CHIEF, NATIONAL GUARD BUREAU

DEPUTY CHIEF OF STAFF FOR G-1

CHIEF, ARMY RESERVE

COMMANDERS

U.S. ARMY TRAINING AND DOCTRINE COMMAND

U.S. ARMY MATERIEL COMMAND

U.S. ARMY PACIFIC

U.S. ARMY CORPS OF ENGINEERS

U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND

U.S. EIGHTH ARMY

U.S. THIRD ARMY

U.S. ARMY, EUROPE

U.S. ARMY SOLDIER AND BIOLOGICAL CHEMICAL COMMAND

U.S. ARMY AVIATION AND MISSILE COMMAND
U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND
U.S. ARMY **OPERATIONS SUPPORT** COMMAND
U.S. ARMY TEST AND EVALUATION COMMAND
U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. TOTAL ARMY PERSONNEL COMMAND
U.S. ARMY TANK-AUTOMOTIVE & ARMAMENTS COMMAND
U.S. ARMY RESEARCH, DEVELOPMENT & ACQUISITION INFORMATION
SYSTEMS ACTIVITY

DIRECTORS

U.S. ARMY COST AND ECONOMIC ANALYSIS CENTER
ARMY TEST AND EVALUATION CENTER
ARMY RESEARCH LABORATORY

PROGRAM EXECUTIVE OFFICERS

AVIATION
GROUND COMBAT SYSTEMS
AIR & MISSILE DEFENSE
COMMAND, CONTROL, AND COMMUNICATIONS (TACTICAL)
COMBAT SUPPORT AND COMBAT SERVICE SUPPORT
SIMULATION, TRAINING AND INSTRUMENTATION
TACTICAL MISSILES
CHEMICAL AND BIOLOGICAL DEFENSE
AMMUNITION
SOLDIER
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS
ENTERPRISE INFORMATION SYSTEMS

PM, CHEMICAL DEMILITARIZATION
PM, JOINT SIMULATION SYSTEMS

FUNCTIONAL CHIEF REPRESENTATIVES

